Procurement Policy

of

SAHBHAGI SHIKSHAN KENDRA

This document contains the procurement policy, brief step by step process and other details for procurement. This policy is meant for the organisational use of Sahbhagi Shikshan Kendra (SSK)

For the Year - 2020-2021
**Major Roles & Responsibilities of the Committee:**

1. Need Assessment for any kind of procurements.
3. Periodic survey of market for stationary and selection of supplier list.
4. Finalization of purchase order and negotiation with parties.
5. Finalization of annual maintenance contract (AMC).
6. Coordination with accounts section for timely payments.
7. Every decision taken by the Procurement committee will be approved by the Director and then will be implemented.
8. If required, the Procurement committee can purchase in cash up to Rs. 5000/- with the prior approval of Director. Exceeding this amount, all the purchasing will be done either by Cheque or Demand Draft or Bank transfer.
9. At least 2 members from Procurement committee is must for Local and/or Cash Purchase from the market.
10. Each & Every bills/invoice/challans should contain the signature of Procurement committee members.
11. Disposal of asset will be done only after assessment from the Procurement team and approved from the direct.
12. The committee can take decision on the procedure to be followed for Procurement in the field offices.
13. During the time of opening bids/quotations, minimum of 2 members should be present.
**Procurement Policy Followed by SSK**

The following is the step by step description of the procurement process which is followed by Sahbhagi Shikshan Kendra (SSK).

**Step 1: Requirement form** – The requirement form is filled for the requirement generated. The requirement can be of any type related to the project. The sample of requirement form is -

Sample-Requirement Form 1

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Specification</th>
<th>Quantity</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Signature

Name of Applicant: ..................................................  
Designation: ..........................................................
Department / Team: ....................................................

(For Procurement Member Committee)  
We have assessed the above requirement and recommend the following  
Recommendations (for internal compliance) [ ] New Purchase [ ]

<table>
<thead>
<tr>
<th>Rate</th>
<th>Name of Supplier</th>
<th>Favourable</th>
<th>Non Favourable</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Our recommendation: ..................................................

Signature of Members Procurement Committee  
Director's Comments: ..................................................

Director: ............................................................

After mentioning all the details, this form is submitted to Procurement Committee. The procurement committee receives the requirement and proceeds to step 2.
**Step 2: Market Analysis and Review for Quotation** – The request for proposed and market analysis is done as per the table mentioned below -

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Range</th>
<th>Details</th>
</tr>
</thead>
</table>
| Procedure 1 | 1 INR to 2000 INR | – No Quotation required. Can be procured in cash or cheque or bank transfer with approval by Procurement Committee or Director.  
– No. CBA needs to be prepared |
| Procedure 2 | 2001 INR to 5000 INR | – No Quotation or one/two Quotation required, depending upon the approved by Procurement Committee.  
– No. CBA needs to be prepared |
| Procedure 3 | 50001 INR to 10000 INR | – At least 2 Quotation required. Request for Quotation or information can be sent by mail or through verbal communication.  
– CBA may be prepared depending upon the Procurement Committee decision. |
| Procedure 4 | 10001 INR to 100000 INR | – At least 3 Quotation required by supplier. Request for Quotation or information can be sent by mail or through verbal communicator.  
– CBA need to be prepared. |
| Procedure 5 | 100001 INR to 500000 INR | – 3 or more written Quotation required.  
– CBA needs to be prepared.  
– Request for quotation demands needs to be sent to suppliers ---- to be announced online. |
| Procedure 6 | 500000 INR to above INR | – Announcement of request for quotation in printing media or online or inform the suppliers through mail, post or verbally  
– collection of all the quotations, analysis and preparation of CBA  
– Collective decision of finalizing the order  
– Working on all the legal aspect of the procurement |
**Step 3: Preparation of CBA Document** – After receiving the quotation (Written or verbal) comparison bid analysis is prepared, if required. All the quotation is opened at a decided date in presence of all the Procurement team members (or minimal 2 members present). The comparison chart or Comparison bid analysis (CBA) is prepared as per the rate quoted. The recommendation for the supplier is given by the Procurement team & for find approved by Director.

A sample of Comparative Bid Analysis is shown below –

![Image of Comparative Bid Analysis](image-url)

**Comparative Bid Analysis**

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Particular</th>
<th>Unit</th>
<th>Quantity</th>
<th>Image &amp; Creation</th>
<th>Nirmal Enterprises</th>
<th>Mathura Prasad Enterprises</th>
<th>ERNA Enterprises</th>
<th>NA Enterprises</th>
<th>Sol. Enterprises</th>
<th>Total Amount (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Solar Lartens</td>
<td>No. 124</td>
<td>4775/-</td>
<td>500/- + tax</td>
<td>520/- + tax</td>
<td>5500/-</td>
<td>3000/-</td>
<td>3390/- + tax</td>
<td>372,000/-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Solar Street Light</td>
<td>No. 3</td>
<td>255/-</td>
<td>300/- + tax</td>
<td>1500/- + tax</td>
<td>2200/-</td>
<td>19855/-</td>
<td>20832/- + tax</td>
<td>39710/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,11,710/-</td>
</tr>
</tbody>
</table>

As per the analysis, it was decided that the contract for supplying and installation of Solar Lartens and Solar Street Lights can be awarded to Aditya Solar Shop because –

- The rates are lower than the other suppliers
- Aditya Solar Shop belongs to one of the government organisation named – Non-Conventional Energy Development Agency (NEDA), department of Additional Sources of Energy, Govt., U.P.
- They are spread all over INDIA with good network of sales after service. One of the service centres is at Behraich, nearby to the project location.
- They have good stock maintained in their showroom.

**Recommendation** - The contract can be awarded to Aditya Solar Shop

[Signature: Procurement Team Members]

[Signature: Program Manager]

[Signature: Director]
Step 5: Preparation of Order Form – Post CBA an order is given to the selected supplier in writing on an Order Form. The sample of the order form is given below –

Sample - Order Form 1

If there are specific terms & conditions or any payment information, it is mentioned in the order form. This order form is made in a copy of two, one is handed over to the supplier and other copy is kept with the procurement committee.
Step 6: Payment Release Form—After the completion of the order, the following form is filled up and given to the accounts section for release of pending payment of the supplier. This process is one of the last processes and is completed only after verification and quality assurance of the supplied material. The sample form is given below:

Sample Payment Release form 1

Disposal / Removal of Assets

Disposal Process

a. The procurement team as determined above will only identify assets that are in excess of council requirements or un-useful for the organization and are suitable for disposal.
b. Procurement team decides whether assets are to be auctioned, sold or simply be donated
c. The procurement team shall write the application to the Director of the organization and seeks the appropriate approval prior to disposal.
d. If the Director approves the disposal of a particular asset, only then can those assets will be disposed.
e. The original application shall be forwarded to Finance unit for adjustment in Assets Register and further auction, if required.
Flow Chart Representation of the Procurement Steps followed by SSK

1. Requirement form submitted of Procurement committee
2. Market Survey and Analysis
3. Tentative Rates are under Procedure 4, 5, and 6
4. Preparation of Bill of Quantity, Call for Tender and Request for Quotation document
5. Preparation of Comparative Bid Analysis document
6. Confirm order given to Supplier by Order Form
7. Final Payment made after submitting Payment release form